

SUPERVISOR'S ACCIDENT PACKET INSTRUCTIONS

These instructions are for the supervisor who is receiving an employee's report of incident.

STEP 1: To complete the City of Houston Accident Report you will need to request the employee to provide you with all information pertaining to their report of incident. The employee's responses will be documented as follows:

- Supervisor completes Sections 1 – 4
- **Employee must Circle Injured Area(s)**
- Supervisor completes Sections 5 – 8
- Supervisor completes Sections AA – CC
- Employee completes Sections DD – EE

STEP 2: Review and explain each section of the COH On-The-Job-Injury Reference Sheet to the employee.

- The employee is to initial each section and sign the bottom of the sheet.
- You will complete and sign the bottom of the sheet.
- Give the employee the copy of the COH On-The-Job-Injury Reference Sheet that does not contain the employee number and date of injury.

STEP 3: The employee will complete and review the HIPAA Authorization for Disclosure of Protected Health Information.

- The employee will print their name in the space provided at the top of the document.
- The employee will review the document.
- The employee will sign and date the document.
- The employee will print their name, address, telephone and social security number at the bottom of the document.
- In the event an employee refuses to sign this document, the supervisor must note this on the document.
- **Keep this document for your records.**

STEP 4: Give the employee the Bridgeway Medical Worker's Compensation Rx Program and the Lost Time Claim Flow Chart.

STEP 5: Upon completion of the Supervisor's Accident Packet, contact our third party administrator's claim reporting service.

- Call (866) 678-1748
- Use the completed City of Houston Accident Report to answer all questions asked by the intake operator.
 - ★ **NOTE:** the intake operator's questions will follow the order of the City of Houston Accident Report.
- Document the reference # provided by the intake operator in Section FF of the City of Houston Accident Report.

STEP 6: Forward a copy of the supervisor packet to your assigned DDR.

★ **TRAINING FOR THE SUPERVISOR'S ACCIDENT PACKET IS AVAILABLE ONLINE AT
www.houstontx.gov/hr/wcpages/wc.htm**